

2-1A

# **Contract Maintenance:**

## **Set Contract Warranties**

### **Objective**

Set Contract Warranties

# Setting Contract Warranties

It is possible to set warranties for specific contract line items at any time in the **Set Warranties** window. To access, click the **Warranties** button in any of the following windows:

- ◆ Activate Contracts
- ◆ Review Contract Details
- ◆ View Line Items

The following steps will review the process to access the **Set Warranties** window from the **Activate Contracts** window. However, it is possible to access it from either of the other two windows by using the instructions in the sections “Reviewing Contract Details” or “Viewing Line Items” to access these windows, then continue with **Step 3** in these instructions.

To set warranties for a contract, perform the following:

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Maintenance** from the **Functions** menu and choose **Activate Contracts** from the sub-menu that appears.

The **Activate Contracts** window appears:

HiCAMS - [construction]

File Edit Functions Inquiries References Admin Tools Window Help

Activate Contracts

Filter

Authorized Contracts Pending Activation for: Resident Engineer - Greensboro(1)

Contract	Work Order	Description (nickname)	Contractor
C105144	8.499012T	STREAM RESTORATION	Odebrecht Construction, Inc.
C900017	8.1501501	WIDENING, GRADING, DRAINAGE, PAVING, PVT MRKINGS &	REA CONSTRUCTION COMPANY

Nickname:

Project Engineer:

Admin Division: 7

Physical Division: 7

Execution: 02/23/1999

Work Start: 00/00/0000

Completion: 04/16/1999

Fuel Base Price: \$ 00

AC Base Price: \$ 00

☐ Step By Step  
☐ Railroad Insurance  
☐ No Plan  
☐ Seed Mulch Incentive

☒ 100% State Funded  
☐ A Plus B  
☐ Blanket Consent

Routes

Type	Number

Verify

☐ Bill Of Materials  
☐ Contract Times  
☐ Line Item Indicators

Activate Indicators Warranties

Ready For assistance call 1-800

**Tip:** The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.

**Note:** When the window is displayed, HiCAMS retrieves contract information for your office using to the Client ID entered during the HiCAMS logon process.

To set warranties for a different office, use the drop-down list box in the Authorized Contracts Pending Activation field to select that office.

**Step 3:** Select the appropriate contract to set warranties.

**Step 4:** Click the **Warranties** button at the bottom of the window.

The **Set Warranties** window appears:

Line Item	Cont Adj	Description	UOM	Warranty Start Date	Warranty Stop Date	Number of Days
1		MOBILIZATION	LS	00/00/0000	00/00/0000	
2		CONSTRUCTION SURVEYING	LS	00/00/0000	00/00/0000	
3		CLEARING & GRUBBING	LSQ	00/00/0000	00/00/0000	
4		DRAINAGE DITCH EXCAVATION	CY	00/00/0000	00/00/0000	
5		FINE GRADING	LS	00/00/0000	00/00/0000	
6		PIPE REMOVAL	LF	00/00/0000	00/00/0000	
7		CONC ENDWALLS CL B	CY	00/00/0000	00/00/0000	
8		BRICK MASONRY ENDWALLS	CY	00/00/0000	00/00/0000	
9		FILTER FABRIC FOR DRAINAGE	SY	00/00/0000	00/00/0000	
10		TEMPORARY SILT FENCE	LF	00/00/0000	00/00/0000	
11		EROS CONTRL STONE CL A	TON	00/00/0000	00/00/0000	
12		EROS CONTRL STONE CL B	TON	00/00/0000	00/00/0000	
13		STONE 1	TON	00/00/0000	00/00/0000	

**Tip:** When the **Set Warranties** window is initially displayed, the information is sorted by Line Item, in ascending order. To change the sort order or type, click on the corresponding column title.

**Step 5:** In the **Warranty Start Date** field of the Line Item being updated, perform one of the following steps:

- ◆ Click in the field; then type the warranty start date, using the format **MM/DD/YYYY**.

- ◆ Double-click in the field. The **Calendar** window appears. Navigate to the desired start date and double-click it.



- Step 6:** Repeat the instructions in **Step 5** for the *Warranty Stop Date* field.

In the *Number of Days* field, type the number of days that the warranty endures, or use the up and down arrow keys to select the number.

**Note:** The corresponding number of days or warranty stop date appears automatically, depending on which field you populated in this step.

- Step 7:** Repeat **Steps 5 - 6** for any other line items in the contract for any additional warranties.

**Tip:** To set the same warranty information for several line items simultaneously, you can do so by doing the following:

- 1 Press and hold down the Shift key to select consecutive line items or the Ctrl key to select non-consecutive line items.
- 2 Select the appropriate line items to set warranty information.
- 3 Click your right mouse button; then choose *Set Multiple Warranties* from the pop-up shortcut menu that appears.
- 4 When the **Data Entry for Warranty Dates** window appears, type or select the *Warranty Start Date*, *Warranty Stop Date*, and number of days during which the warranty endures.
- 5 Click **OK**. The **Set Warranties** window displays and the dates and days selected or entered appear in the window for the line items.

- Step 8:** Click the **Save** button on the toolbar.



- Step 9:** Close the **Set Warranties** window by clicking the close button. 